

Save Time and Eliminate Confusion for a Better Workflow

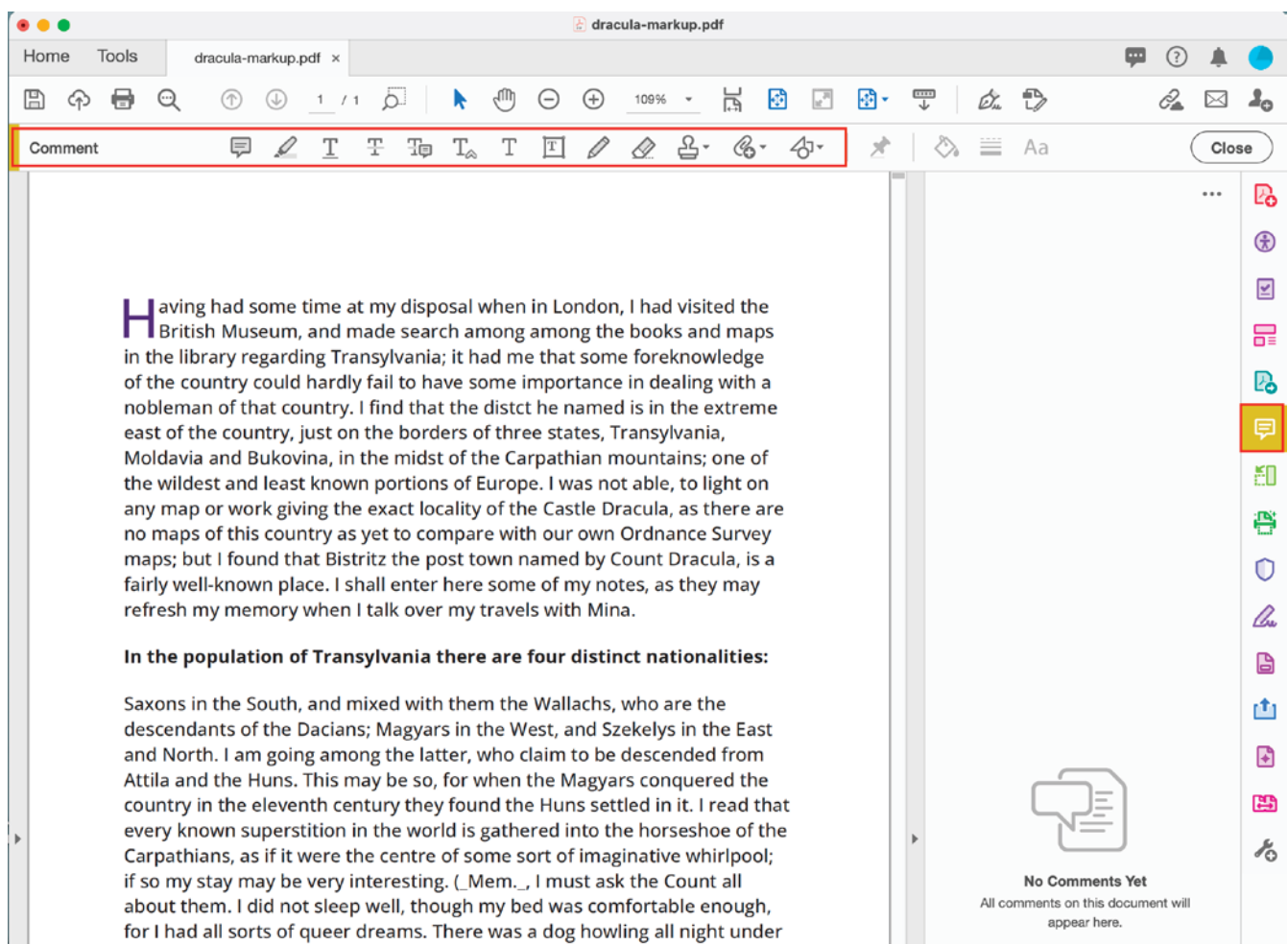
Revision markup with Adobe Acrobat Comments Tools

Once content is laid out, marking up a layout using the Adobe Acrobat Comments Tools is the fastest and clearest way to communicate changes for the following reasons:

- Saves time on your side because you are making the changes in context
- Saves time on the designer's side because the changes can be seen in context and the instructions are clear (saving designer time will mean saving on budgets)
- Less chances for new errors to creep in (because any new text can be cut and pasted to eliminate typing errors and also the instructions more precise so the designer clearly understands the change)

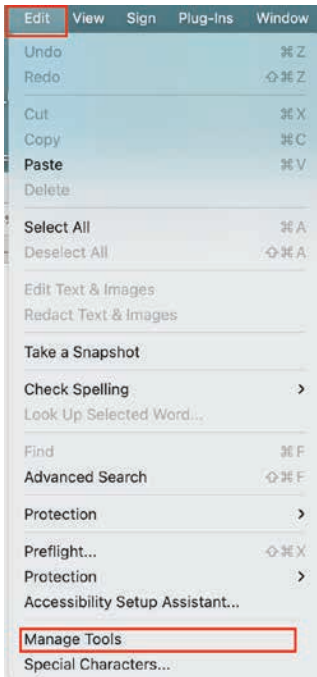
Show the COMMENT TOOLS.

Open the right side navbar in Adobe Acrobat. Click on the COMMENT icon (looks like a "speech box") to show all the COMMENT tools (along the top of the page).

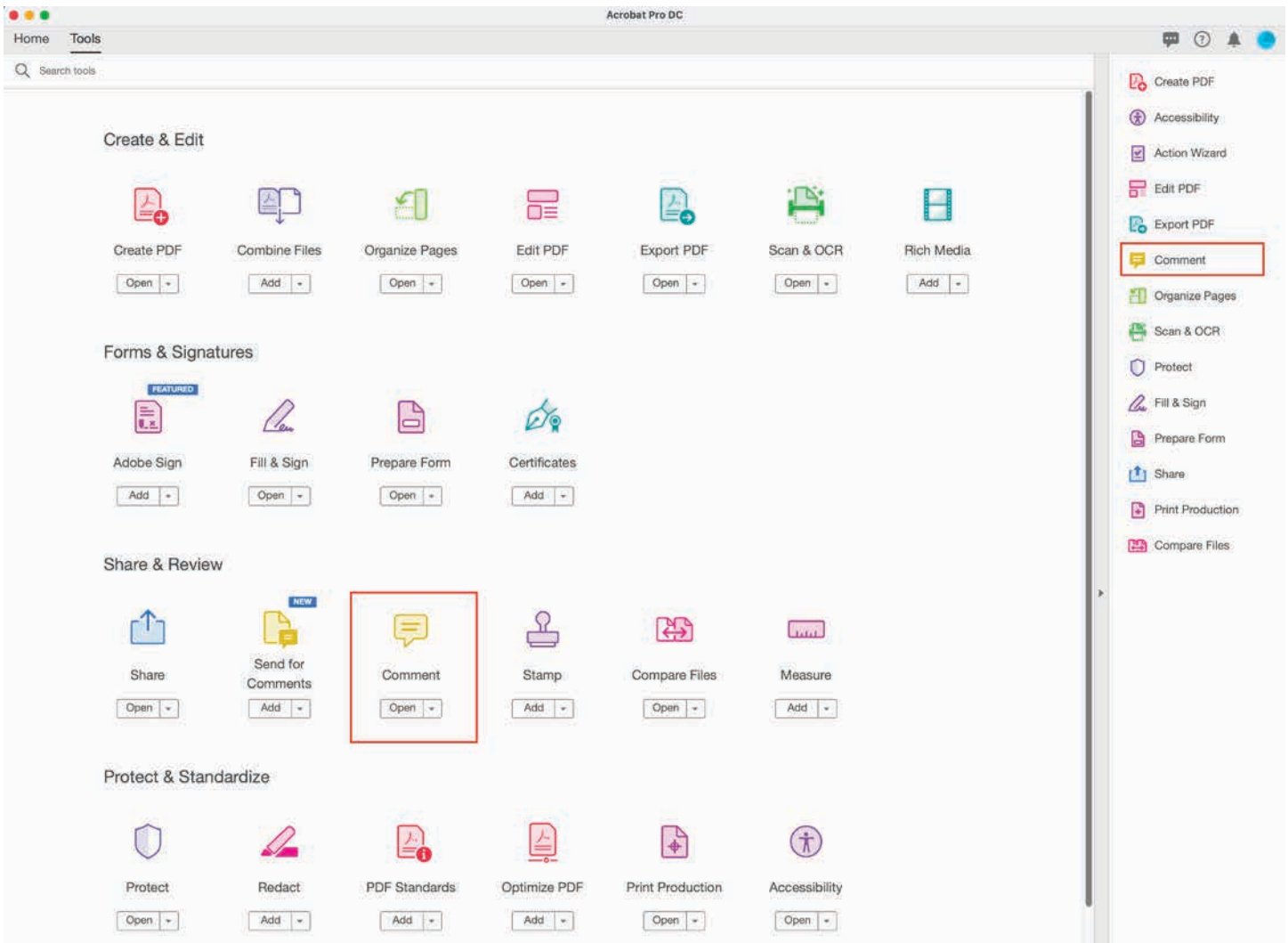


Note that Adobe is rolling out a new version so the tools navbar might appear on the left side of the Acrobat window pane.

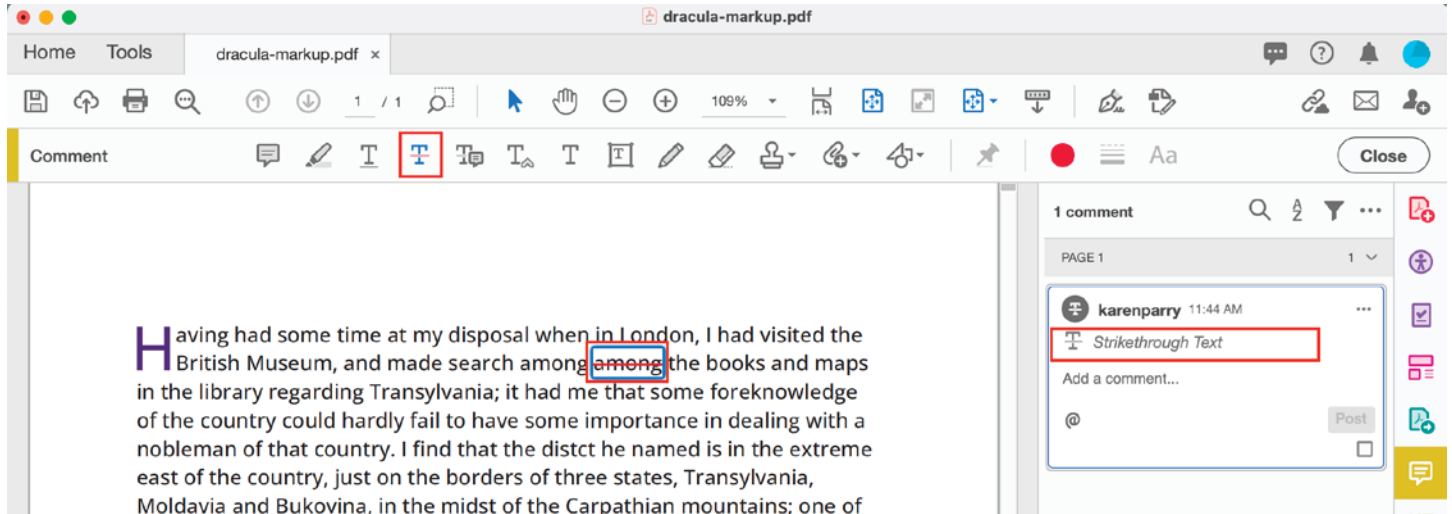
If the **COMMENT** icon isn't in the right navbar, you will want to add it. Go to EDIT -> MANAGE TOOLS.



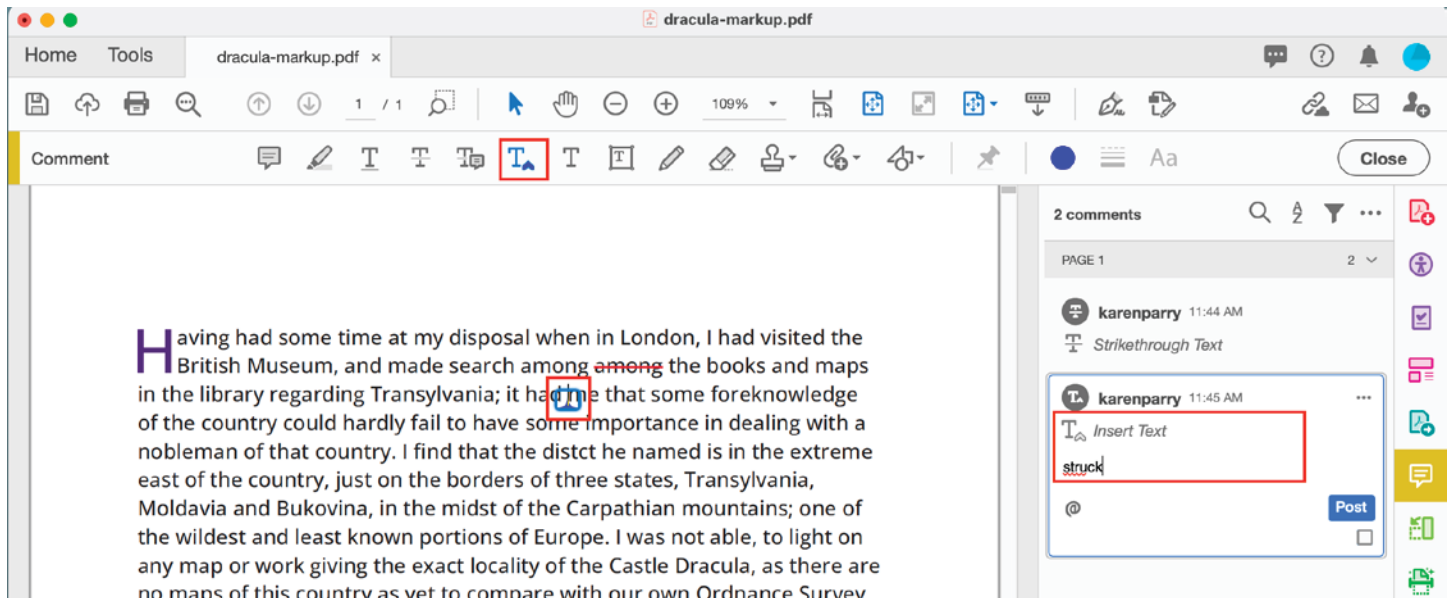
Select **ADD** under the **COMMENT** icon to add it to the right side navbar.



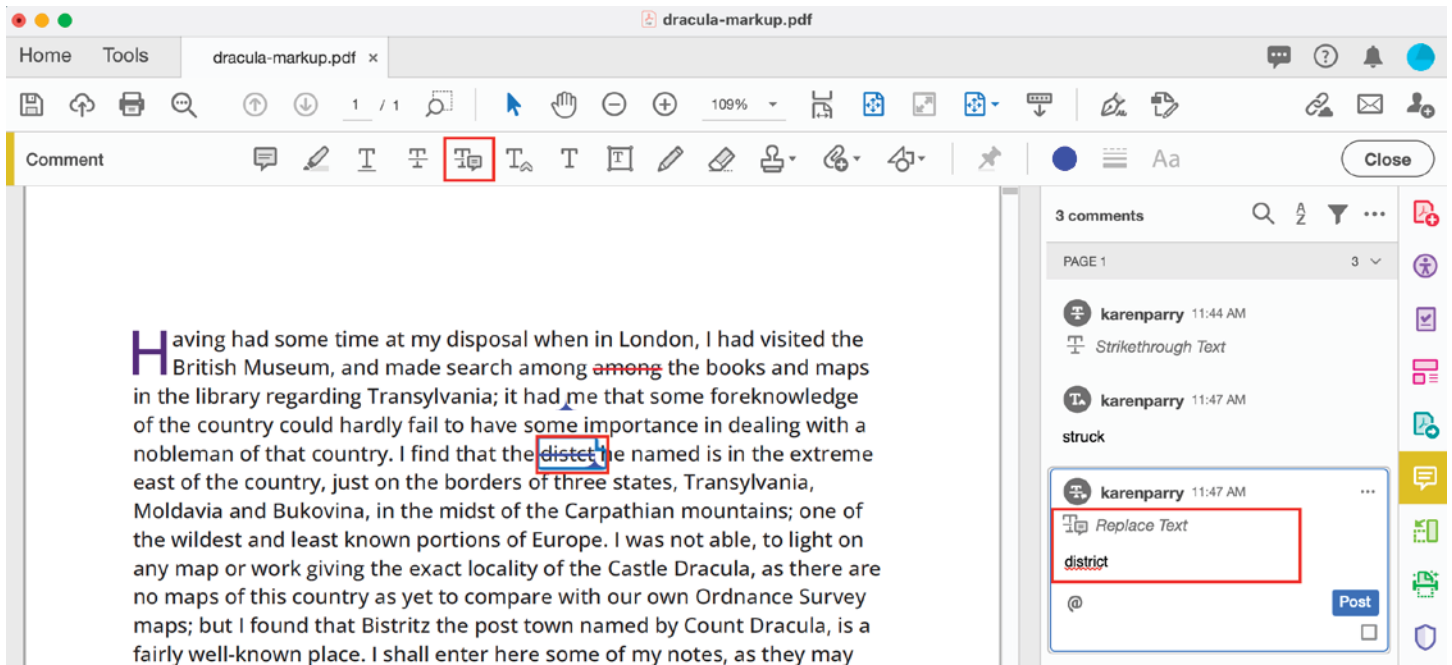
To delete a word (or words). Select the STRIKETHROUGH TEXT icon and then select the word you wish to delete and Acrobat will add it into the right side navbar.



To add a word (or words). Select the INSERT TEXT AT CURSOR icon and then click in the text where you want the word added and type the new content into that entry in the right side navbar.

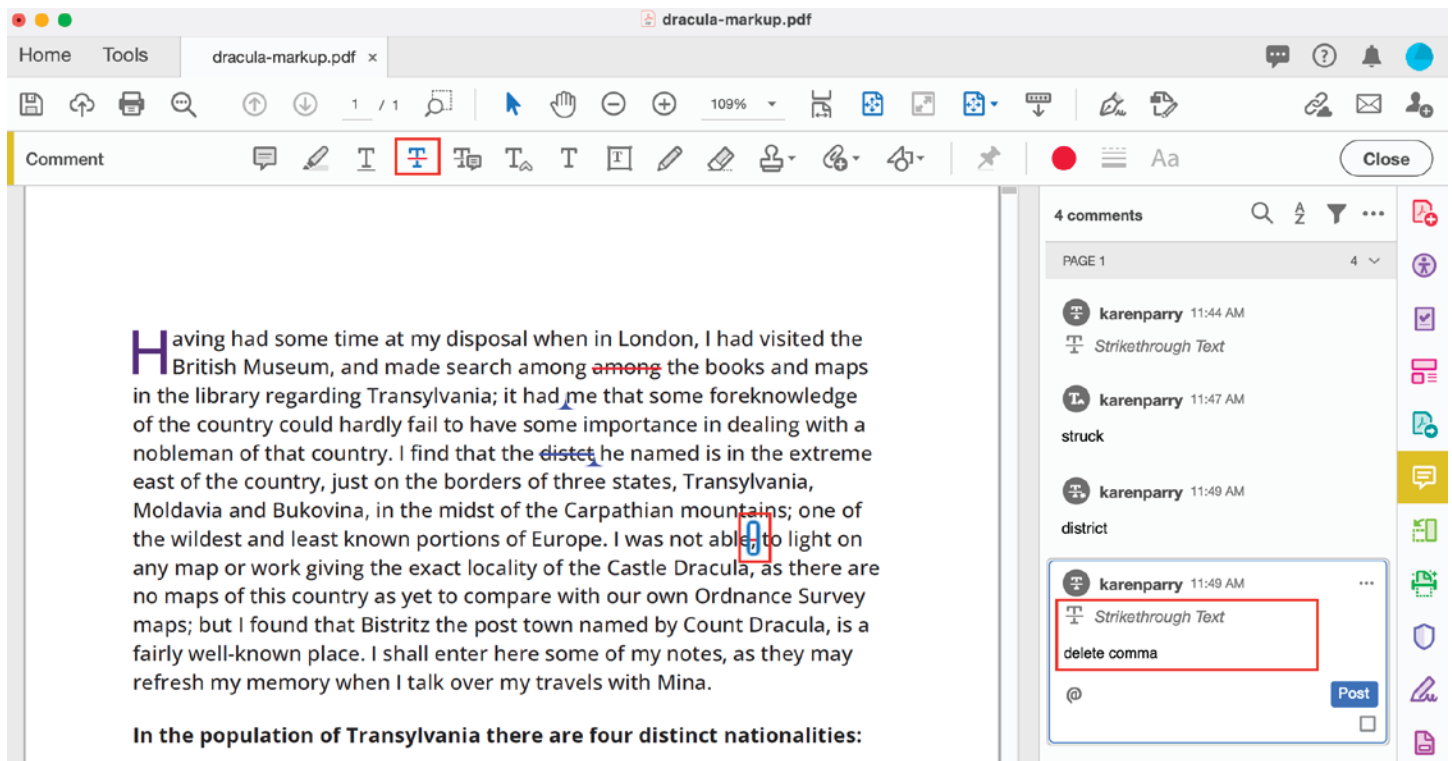


To replace a word (or words). Select the ADD NOTE TO REPLACE TEXT icon and then select the text you want to replace and type the new content into that entry in the right side navbar.



Sometimes you might want to **add a direction to be clearer** of what you want done.

For example, as shown below, if you want a comma added, select the STRIKETHROUGH TEXT icon and then select the content you wish to delete and add a note eg. "delete comma" into the right side navbar.



And if you want to add a comma, select the INSERT TEXT AT CURSOR icon and then click in the text where you want the content added and type the new content and a descriptive note eg. "insert comma" into that entry in the right side navbar.

The screenshot shows a PDF viewer interface for a file named 'dracula-markup.pdf'. The main document content is a paragraph from 'Dracula' by Bram Stoker, with several words and phrases highlighted in red and blue. A comment sidebar on the right shows a list of comments by 'karenparry'. The top toolbar includes various editing tools, and a 'Comment' toolbar is visible above the document text.

Home Tools dracula-markup.pdf x

Comment

5 comments

PAGE 1 5

karenparry 11:44 AM
~~Strikethrough Text~~

karenparry 11:47 AM
struck

karenparry 11:49 AM
district

karenparry 11:50 AM
delete comma

karenparry 11:50 AM
Insert Text
(insert comma)

Having had some time at my disposal when in London, I had visited the British Museum, and made search among ~~among~~ the books and maps in the library regarding Transylvania; it had ~~me~~ that some foreknowledge of the country could hardly fail to have some importance in dealing with a nobleman of that country. I find that the ~~distet~~ he named is in the extreme east of the country, just on the borders of three states, Transylvania, Moldavia and Bukovina, in the midst of the Carpathian mountains; one of the wildest and least known portions of Europe. I was not able, ~~to light on~~ any map or work giving the exact locality of the Castle Dracula, as there are no maps of this country as yet to compare with our own Ordnance Survey maps; but I found that Bistriz ~~the~~ post town named by Count Dracula, is a fairly well-known place. I shall enter here some of my notes, as they may refresh my memory when I talk over my travels with Mina.

In the population of Transylvania there are four distinct nationalities:

Saxons in the South, and mixed with them the Wallachs, who are the

To make a direction another way select HIGHLIGHT TEXT icon, select the text and write a note in the left side navbar.

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The comment panel on the right shows 6 comments. The most recent comment, from 'karenparry' at 11:52 AM, contains the text 'Highlighted Text' and 'unbold', which is highlighted in a red box in the image.

The screenshot shows the same PDF viewer interface. The document text is as follows:

Having had some time at my disposal when in London, I had visited the British Museum, and made search among ~~among~~ the books and maps in the library regarding Transylvania; it had ~~me~~ that some foreknowledge of the country could hardly fail to have some importance in dealing with a nobleman of that country. I find that the ~~distet~~ he named is in the extreme east of the country, just on the borders of three states, Transylvania, Moldavia and Bukovina, in the midst of the Carpathian mountains; one of the wildest and least known portions of Europe. I was not able; to light on any map or work giving the exact locality of the Castle Dracula, as there are no maps of this country as yet to compare with our own Ordnance Survey maps; but I found that Bistrizt~~u~~ the post town named by Count Dracula, is a fairly well-known place. I shall enter here some of my notes, as they may refresh my memory when I talk over my travels with Mina.

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The comment panel on the right now shows 7 comments. The most recent comment, from 'karenparry' at 11:55 AM, contains the text 'Highlighted Text' and 'make italic', which is highlighted in a red box in the image.

To make a direction another way in a specific place select INSERT TEXT AT CURSOR icon and then click in the text where you want the change made and type the direction into that entry in the right side navbar.

The image shows a PDF editor window titled "dracula-markup.pdf". The main document content is as follows:

Having had some time at my disposal when in London, I had visited the British Museum, and made search among ~~among~~ the books and maps in the library regarding Transylvania; it had me that some foreknowledge of the country could hardly fail to have some importance in dealing with a nobleman of that country. I find that the ~~distet~~ district he named is in the extreme east of the country, just on the borders of three states, Transylvania, Moldavia and Bukovina, in the midst of the Carpathian mountains; one of the wildest and least known portions of Europe. I was not able to light on any map or work giving the exact locality of the Castle Dracula, as there are no maps of this country as yet to compare with our own Ordnance Survey maps; but I found that Bistritz the post town named by Count Dracula, is a fairly well-known place. I shall enter here some of my notes, as they may refresh my memory when I talk over my travels with Mina.

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The right sidebar shows a comment thread with 8 comments. The most recent comment, from "karenparry" at 11:57 AM, is highlighted with a red box and contains the text "Insert Text" and "start new paragraph here". The comment input field also has a red box around it.

It might be easier to **mark up a change with the pencil**. Select the USE DRAWING TOOL icon and draw directly onto the page (and make a note if needed in the right side navbar).

The image shows a PDF editor interface with a document titled "dracula-markup.pdf". The document text is as follows:

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I had for breakfast more paprika, and a sort of porridge of maize flour which they said was "mamaliga," and egg-plant stuffed with forcemeat, a very excellent dish, which they call "impletata." (Mem., get recipe for this also.) I had to hurry breakfast, for the train started a little before eight, or rather it ought to have done so, for after rushing to the station at 7:30 I had to sit in the carriage for more than an hour before we began to move. It seems to me that the further east you go the more unpunctual are the trains. What ought they to be in China?

All day long we seemed to dawdle through a country which was full of

The interface includes a top toolbar with various editing tools, a "Comment" sidebar on the right with a list of 10 comments, and a "Close" button. A red box highlights the pencil icon in the top toolbar and a comment in the sidebar that says "Pencil run together with previous paragraph". Another red box highlights a handwritten note in the document: "ought they to be in China?" and "All day long we seemed to dawdle through a country which was full of".

To add a link select HIGHLIGHT TEXT icon, select the text and write a note with the URL in the left side navbar.

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All day long we seemed to dawdle through a country which was full of beauty of every kind. Sometimes we saw little towns or **castles** on the top of steep hills such as we see in old missals; sometimes we ran by rivers and streams which seemed from the wide stony margin on each side of them

Dracula 1

11 comments

PAGE 1 11

karenparry 11:44 AM
Strikethrough Text

karenparry 11:47 AM
struck

karenparry 11:49 AM
district

karenparry 11:50 AM
delete comma

karenparry 11:52 AM
, (insert comma)

karenparry 11:52 AM
Highlighted Text

karenparry 11:57 AM
make italic

karenparry 11:59 AM
start new paragraph here

karenparry 12:02 PM
run together with previous paragraph

karenparry 12:05 PM
Highlighted Text
make link <https://cran-castle.com>
Post

karenparry 12:05 PM
run together with previous paragraph

For more info: <https://helpx.adobe.com/acrobat/using/commenting-pdfs.html?screen=modern>